



PUBLIC WORKS MANAGER - RENEWABLE ENERGY INITIATIVE

Purpose:

To actively support and uphold the City's stated mission and values. To develop, plan and implement goals and objectives that align with the City of Tempe Energy Self-sufficiency Initiative; to recommend and administer department wide policies and procedures; to coordinate assigned activities; to provide highly responsible and complex administrative assistance and serve as a technical advisor to the Public Works Director related to the City Council's Renewable Energy Self Sufficiency goal. This position is for a one year term to complete this project goal with an end date of August 1, 2016.

Supervision Received and Exercised:

Receives general direction from the Public Works Director.

Essential Functions:

Duties may include, but are not limited to, the following:

- Responsible for City Council priorities and directives related to the renewable energy initiative and self-sufficiency goal.
- Conducts activities that directly support the general fund and deploy energy systems that support City of Tempe facilities and the stabilization and reduction of the annual utility costs.
- Provides cost benefit analysis, manage communication, coordination and local conditions of the Renewable Energy project.
- As Assigned, acts as a point of contact for the department for the renewable energy initiative and actively supports solar partnership with ASU.
- Supervise and perform extensive research for special projects; collect information on operational and administrative challenges; synthesize information and make recommendations on policy issues; present issues to the Public Works Director.
- Work closely with Public Works Director and Public Works Managers of Administration to provide strong, visionary, and innovative management and

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leadership for the Public Works Department in accordance with the City's Mission and Values.

- Work collaboratively with the Public Works Supervisor of Administration – Energy Management to deploy solar and other renewable energy projects.
- Identify and pursue grant and other funding alternatives for the deployment of alternate energy projects and systems.
- Maintain effective and consistent one on one dialogues with all employees on a regular basis.
- Provide leadership to employees in team building, responsible decision-making and problem solving.
- Facilitate and coordinate department initiatives.
- Assist and advise the Public Works Director on various energy management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures.
- Explain and interpret departmental activities, programs and procedures.
- As assigned, represent the Department on various taskforce projects, boards and committees.
- Direct or provide answers to questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and present surveys and reports and other necessary correspondence to the Public Works Director on a variety of business management and sustainable processes.
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;

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- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of responsible professional administrative or program management experience in a public agency, including two years of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, project management or related to the core functions of this position. A Master's degree is preferred.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Examples of Physical and/or Mental Activities:

- Operate city vehicles
- Work in a stationary position for considerable periods of time
- Work alone for extended periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 539

Status: Exempt / Unclassified